



Hospice

and Palliative Care of Greensboro



The Lusk Center
2501 Summit Avenue
Greensboro, NC 27405

Lusk Center Room Reservation Guidelines

Hospice and Palliative Care of Greensboro (HPCG) desires to be a community resource. HPCG encourages use of its Lusk Center by professional and community organizations consistent with the HPCG mission, philosophy and operational guidelines.

Space Capacity and Fees

Space Description	Capacity	Maintenance Fee
Lusk Center Training Room 1	50	\$125
Lusk Center Training Room 2	50	\$125
Lusk Center Conference Room	20	\$50
Lusk Center Board Room	24	\$75

Note: Lusk Center Training Rooms 1 and 2 have a movable partition that can be opened to create one large meeting space for 100. Each room's capacity is calculated based on the standard room setup. Different configurations may cause capacity to vary.

Availability

Regular Business Hours: Weekdays, 8:30 a.m. - 5 p.m.

Guidelines for Use

Organizations requesting use of a room should consider the following:

1. Maintenance fee, payable to Hospice and Palliative Care of Greensboro.*
2. The organization should be a recognized professional or community group.
3. Rooms may not be used for the following purposes unless approved by HPCG's president and CEO:
 - a. Selling or fundraising.
 - b. Recurring meetings, such as monthly or weekly meetings.
 - c. Partisan purposes.
4. Routine meetings of HPCG take precedence over guest organizations.
5. Based on availability, the rooms may be reserved for a maximum of two consecutive days.
6. Alcoholic beverages are not permitted.
7. The HPCG campus is tobacco-free, including e-cigarettes.

***Maintenance fee scholarships:** Recognizing the maintenance fee may pose a barrier for some organizations, HPCG provides a limited number of scholarships to make the Lusk Center available at no cost. Scholarships are limited and available only to nonprofit organizations. Please submit a written request that describes your organization's need at the time you are making your reservation. Scholarship notification will be provided within 7-10 business days.

Scheduling and Confirmation

Please call HPCG at **336.478.2769** to request or cancel reservations. Scheduling is subject to availability and may not be reserved more than 90 days in advance unless approved by HPCG's president and CEO.

Confirmation of meeting space will occur after HPCG receives the signed Room Reservation Agreement Form and the appropriate room maintenance fee. (Remember to keep a copy for your records.)

Refund Policy: *Minimum of two weeks notice of cancellation is necessary for a refund.*

Rules and Procedures for Building Use

Please provide to the person in charge of the meeting.

1. Food and Beverage

- a. Please bring your own supplies, including coffee-making equipment, coffee and refreshments.
- b. Please bring your own ice, if needed.
- c. Alcoholic beverages are not permitted.
- d. Notify your HPCG contact if you're using a caterer along with the caterer's name and arrival time.
- e. Catering Guidelines:
 - You will need to be present when your caterer arrives to sign the delivery/invoice ticket. HPCG staff is not responsible for signing and confirming that your order is correct.
 - Caterer is responsible for cleaning all areas of facility including the warming kitchen.
 - Ensure all trash is removed from building to cans in the outside rear of the Lusk Center.
 - Depending on the scale of your event, additional proof of liability insurance may be required.

2. Room Setup and Cleanup

- a. Room configurations are pre-set. If you need to adjust the arrangement of the room, you must obtain pre-approval from HPCG.
- b. After the meeting, tables and chairs must be arranged in the manner in which you found them.
- c. If you are using a caterer, please make sure the equipment is removed immediately after the meeting, so others can use the room.
- d. Any spills should be cleaned up with the products provided. If additional cleaning is required, the user will be billed.
- e. If food is served, please request a large rolling trash can. Place the filled rolling trash can at the rear exit of the Atrium Gallery before leaving. Please do not leave garbage in the kitchen or meeting room.
- f. Cans and bottles must be deposited in the recycle bin provided and placed at the rear exit of the Atrium Gallery before leaving.
- g. Rooms must be left clean.

3. Equipment for Meeting

- a. The room is equipped with wireless connection, TV monitors, DVD players, teleconferencing and technology to display your presentations whether they are PowerPoint or online. You must bring your own laptop. Note that cameras are not available for video-conferencing. If you plan to use AV equipment, we recommend that you request an IT consultation prior to your meeting.
- b. Posting on the walls is not allowed—Anything adhesive may be posted on glass or wooden panels or the divider wall (if applicable).
- c. If you need copies for your meeting, please bring an adequate number when you come. No other meeting equipment or supplies can be provided by HPCG.

4. The entire HPCG campus (both sides of Summit Avenue) is tobacco-free (including e-cigarettes).

5. Loss or damage to the premises or equipment will be billed to the user.

6. Hospice and Palliative Care of Greensboro is not responsible for lost or stolen items.

7. Ample parking is generally available in the parking lot. Please observe the handicapped parking signs. Violators will be ticketed.

8. If you need to cancel your reservation, please call Hospice and Palliative Care of Greensboro as soon as possible at 336.478.2769. (Minimum of two weeks notice of cancellation is necessary for a refund.)

Lusk Center Room Reservation Agreement Form

The undersigned hereby requests use of the following conference room(s):

Space Description	Capacity	Maintenance Fee
<input type="checkbox"/> Lusk Center Training Room 1		\$125
<input type="checkbox"/> Classroom setup	50	
<input type="checkbox"/> U-Shape setup	30	
<input type="checkbox"/> Theater setup	100	
<input type="checkbox"/> Lusk Center Training Room 2		\$125
<input type="checkbox"/> Classroom setup	50	
<input type="checkbox"/> U-Shape setup	30	
<input type="checkbox"/> Theater setup	100	

If combining Training Rooms 1 and 2, U-shape is not an option. Capacity = 100 with tables; 150+ without tables.

<input type="checkbox"/> Lusk Center Conference Room	20	\$50
<input type="checkbox"/> Lusk Center Board Room	24	\$75

On the following date(s): _____, actual start and finish time: _____ - _____
From To

Person in Charge of Meeting: _____ Phone: _____

Fax: _____ Email: _____

Name of Group/Organization: _____

Address: _____

Group Function: _____ Number of individuals in group: _____

AV Equipment: Projectors in training rooms are equipped with a stationary microphone as well as HDMI and VGA cables. If bringing anything other than a PC (such as an Apple), please bring your own adaptor. Tables are equipped with charging stations. A password for wireless connection will be provided the day of the event.

Will your event require use of the following: Projector and screen? Yes ___ No ___ Additional hand-held microphone? Yes ___ No ___ Lavalier style microphone? Yes ___ No ___ DVD player? Yes ___ No ___

Serving food? Yes ___ No ___ How many food tables are needed? _____ Caterer _____
 Phone: _____ Arrival Time _____

Please advise caterer to park behind the Lusk Center for easy access to kitchen and serving area.

Will you need a table for registration? Yes ___ No ___

Will you need use of the patio? Yes ___ No ___

Will you need use of the atrium space? Yes ___ No ___

Note: Temperature preferences vary; wearing layers or bringing a sweater is advisable.

I have read the Hospice and Palliative Care of Greensboro Room Reservation Guidelines (page 1) and Rules and Procedures for Building Use (page 2) and consent to them. I understand that by signing this document I am assuming full responsibility for the facility and appropriate behavior of attending members. I will cancel the room reservation within the time frame mentioned or my refund will be forfeited.

Date: _____

_____ User's Signature (must be of legal age)

Organization _____

HPCG Staff Sponsor (if applicable): _____

Return to: Lusk Center Room Reservations - Phone: 336.478.2769

Email to: lshaw@hospicegso.org

Mail: Hospice and Palliative Care of Greensboro

2500 Summit Avenue

Greensboro, NC 27405

Attention: Lori Shaw

Rooms are confirmed after HPCG receives this completed form and the maintenance fee.

Please keep a copy of this agreement for your records.

For navigation purposes,
please use 2501 Summit Ave.
Greensboro, NC 27405.

The Lusk Center is located
across from Hospice and
Palliative Care of Greensboro's
main campus.



336.621.2500  www.hospicegso.org

2500 Summit Avenue | Greensboro, NC 27405

